

CAIRO INTERNATIONAL BANK.

JOB DETAILS

Job Title: Deputy Head of Procurement

Supervisor: Ag. Managing Director

Department/Section: Procurement

Job summary:

Administer the procurement operation of the Bank

Key responsibilities:

- Manage the procurement function in the Bank
- Supervise the day to day procurement operations, liaising with departments on their needs, preparing procurement plans and timelines, following up with suppliers on deliveries
- Regularly update your supervisor on progress of procurements being done
- Ensure that all procurements are done as per banks policies, documentation is filed, and necessary compliance to laws and regulations is done
- Monitor and review performance of service providers,
- Prepare a work plan and work timetable in regards to procurements to be done by the bank so as to ensure that timely delivery of supplies and effective use of banks assets like vehicles.
- Prepare regular reports to your supervisor highlighting key areas of concern and action.
- Manage the performance of the Drivers and the Procurement officer ensuring performance targets are met and corrective measures are taken when performance is not up to the standards required.
- Act as secretary for the procurement committee, making sure meetings are conducted, minutes are filed and members are always updated on the progress of procurements

Educational Requirements: to perform this job

Bachelors' degree in procurement

A masters or a post graduate diploma in the related fields

Judgment and Decision-making:

Advice / Recommendations provided:

- Procurement personnel and processes
- Procurements to be done
- Service providers and assets of the bank

Additional skills: In addition to the experience and educational requirements listed above

- Good communication skills
- Team player
- Negotiation skills

Mental Skills : Analytical thinking required

Planning ahead 1 years

Work environment:

Work location: Head Office

JOB DETAILS

Job Title: Deputy Head of Legal

Supervisor/Manager Title: Ag. Managing Director

Department/ Unit: Legal

Job summary:

To provide leadership and overall oversight to the of the Legal dept. day to day activities making sure the legal/regulatory framework the bank operates in is adhered to , compliance to regulations and operational day to day activities within the bank in regards to legal requirements are within best practice principles

Key responsibilities:

- Provide leadership and oversight of the Legal and Department.
- Ensure the banks compliance with regulatory and statutory framework (FIA, Acts of law, Governance Laws through regular checks, input in review of policies and procedures, timely submission of reports to regulators and advice management of legal matters.
- Manage all legal matters to do with the bank, liase with external legal service provides, offer legal advice to management and Board of Directors, represent the bank in courts of law, and provide regular reports/briefs on legal matters, court cases that involve the bank.
- Oversee the perfection of loan securities in the banks custody, execution and certification of documents.
- Ensure performance management of all staff under his/her directs supervision to ensure that departmental goals and objectives are meant in line with the overall Department. Set annual performance targets and monitor performance

Educational Requirements: Minimum education level required to perform this job

LLB.

Judgment and Decision-making:

Advice / Recommendations provided:

- Strategic direction of the bank
- New business partnerships and opportunities
Legal and Regulatory issues to do with the Bank
- Staff Development and Career Growth

Experience needed

5 years working experience and at least two years of line management experience
experience is banking or financial institution would be an added advantage

Additional knowledge and skills: In addition to the experience and educational requirements listed above	
<ul style="list-style-type: none"> • Good communication skills • Interpersonal skills • Analytical skills 	
Mental Skills : Analytical thinking required	
Planning ahead 5 years	
Competences	
Strategic thinking, conceptual thinking, leadership orientation, Development orientation and results orientation.	
Work environment:	
Work location: Head Office	

JOB DETAILS	
Job Title: Deputy Head of Audit	Supervisor/Manager Title: Chairman Board Audit Committee
Department: Audit	Unit:
Job summary:	
To provide leadership and overall oversight in the execution of the Audit work plan, ensure day to day activities ,Audit and assurance reports are done ,compliance to regulations /standards and operational day to day activities within the bank in regards to risk management are accomplished within best practices	
Key responsibilities:	

Duties and Responsibilities:

- Providing expertise and assistance to line management in identifying business risks that affect the company , assessing their likelihood of occurrence and the potential impact on the Bank if these risks were to occur
- Reviewing and appraising the soundness, adequacy, application and efficiency of accounting, financial business processes and operating controls established and maintained by management to mitigate potential risk and/or detect their occurrence.
- Reviewing efficiency and cost effectiveness of the system of controls. Appraising the risk management process to ensure that all key risks are identified, measured, managed and monitored.
- Assessing the inherent risk at entity level by considering factors such as management integrity, management experience, and nature of the business conditions within the industry among other.
- Determine the extent to which corporate assets are properly accounted for and safeguarded from losses of all kinds.
- Reviewing compliance with existing policies, plans and procedures ,accounting pronouncements ,applicable laws and regulations and contractual obligations which could have a significant impact upon operations and financial result
- Performing operational reviews and appraising the economy efficiency and effectiveness with resources are employed.
- Determining whether results of operations are consistent with established objectives and are being carried out as planned.
- Reviewing new products and systems (including major enhancements) on a timely basis to ensure that risks have been identified and adequate controls established.
- Investigating and making suggestions for the deterrence of fraud.
- Reviewing audit findings with auditees and issuing audit reports to senior management identifying findings and where applicable ,offering recommendations ;
- Present quarterly/regular audit reports to the Board and management
- Cooperating with regulators ,external auditors and others in monitoring ,implementation of agreed actions
- Ensure performance management of all staff under his/her directs supervision to ensure that departmental goals and objectives are meant .Set annual performance targets and monitor their progress.

Educational Requirements: to perform this job

Professional qualifications e.g. ACCA, CPA and 5 years of experience in the same position
Judgment and Decision- making;
Advice/Recommendations provided; <ul style="list-style-type: none"> Operational and Business controls in the Bank Operational efficient in regards to the control environment Fraud prevention and detection techniques and processes
Additional skills: In addition to the experience and educational requirements listed above
<ul style="list-style-type: none"> Team player Networking skills Attention to detail Good Communication skills
Mental Skills: Analytical thinking required
Planning ahead up to 5 years
Work environment: Description of working situations
Work location: Head Office

JOB DETAILS	
Job Title: Head of Credit(Corporate Banking)	Supervisor/Manager Title: Managing Director
Department/ Unit Credit	
Job summary:	
To provide leadership and overall oversight in the execution of the Credit dept. day to day activities making sure the prudent lending practices and compliance to regulations are within best practice principles	
Key responsibilities:	
The Head of Credit is responsible for overall supervision of activities, administration and efficient daily operations of the Credit dept., in accordance with the banks policies and Statutory regulations.	
<ul style="list-style-type: none"> Provide strategic leadership for all credit processes of the bank and guide all related activities to build and protect a quality and profitable loan portfolio that supports the bank's growth strategies, within sustainable risk parameters. Follow trends in the banking industry and propose adjustments/changes to the bank's credit policies, strategy and procedures to ensure that the bank retains its competitive position and lending business. 	

- Drive all the credit activities including the mobilization of borrowers, the underwriting, and approval of loans, the review, and submission to the Board and Management Credit committees of large credit applications, and solving loan problems.
- Ensure the bank's compliance with all regulatory requirements in the areas of credit, including compliance with lending limits, concentration, non-performance, classification, provision and writing off of debts.
- Participate in the continual review and update of the bank's credit policies, guidelines and practices in line with changes in credit risk and the bank's business priorities.
- Provide necessary guidance and leadership to subordinate teams to ensure effective execution of the department's activities
- Review the periodic department reports and ensure timely generation/compilation of management information reports
- Provide credit training support for credit department and branch management teams
- Ensure that credit delivery is effective, responsive and meets customer satisfaction
- Ensure recovery of non-performing assets and provide remedial action for all overdue recoveries.
- Monitor and appraise the performance of credit department staff to ensure that the set targets are achieved.
- Participate in development of credit products.

Educational Requirements: Minimum education level required to perform this job

A good bachelor's degree in Business administration ,economics and the related business fields

- Relevant master's degree or post graduate diploma

Judgment and Decision-making:

Advice / Recommendations provided:

- Strategic direction of the bank
- New business partnerships and opportunities
- Management of the Bank's Credit risk appetite
- Credit Staff Development and Career Growth

Experience Required

5 - 7 years hands-on experience, 5 of which should be at Managerial level in Credit. Thorough understanding of typical credit policies, processes and the Financial Institutions Act (FIA) is a mandatory requirement.

Additional skills: In addition to the experience and educational requirements listed above

- Good communication skills
- Team player
- Networking skills
- Attention to detail

Mental Skills : Analytical thinking required
Planning ahead 5 years
Work environment: Description of working situations
Work location: Head Office

JOB DETAILS	
Job Title: Head of HR	Supervisor/Manager Title: Managing Director
Department/ Unit: Human Resources	
Job summary:	
To provide leadership and overall oversight in the HR Department ensuring all key areas of recruitment. Staff development and training, HR Administration, Performance management are done efficiently and effectively.	
Key responsibilities:	
<ul style="list-style-type: none"> • Oversee and Supervise the Human resources function of the Bank • Develop and update human resources management policies and procedures that reflect market best practice, promote employee motivation and retention • Responsibility for Recruitment, selection and talent management; hence, develop and implement relevant policies, processes and procedures, ensure that these are implemented and monitor to ensure that the required results are achieved • Prepare and manage the Human Resource Budgets and costs on staff related matters to ensure that these are utilized in an optimal manner and opportunities for savings are identified and realized whenever possible. • Development and implement a credible succession plan and put in place processes to continuously develop it • Develop and implement through line Managers, optimal performance management systems and processes that will enable the bank to align employee activities to organizational goals • Oversee the provision of training and staff capacity development initiatives to enable the bank have a highly skilled and productive staff • Manage the Employee Benefits and suggest to management new and better benefits to motivate and retain staff • Oversee the implementation of the staff code of conduct and disciplinary processes. • Provide career guidance and staff counselling services. 	
Educational Requirements to perform this job	
<ul style="list-style-type: none"> • A good bachelor's degree in Human Resource management ,social sciences, social work and social administration or a relevant field with HR specialization • Relevant master's degree or post graduate diploma with an HR bias • Membership to the professional body is an added advantage 	

Experience Required	
7 Years of Experience in HR and at least 5 years of experience at HR managerial level in a busy work environment.	
Additional knowledge and skills: In addition to the experience and educational requirements listed above	
<ul style="list-style-type: none"> • Good communication skills • Organizing skills • Interpersonal skills • Negotiation skills • Microsoft skills and knowledge of HRIS • Conflict Management and problem solving skills • Leadership, staff development and innovation of staff are essential • Knowledge of man power planning and performance management 	
Competencies	
Strategic thinking, conceptual thinking, leadership orientation, Development orientation and results orientation.	
Work environment: Description of working situations	
Work location: Head Office	

JOB DETAILS	
Job Title: Head of Administration	Supervisor/Manager Title: Ag. Managing Director
Department/ Unit Admin	
Job summary:	
To provide leadership and overall oversight in the execution of the Admin dept. day to day activities making sure the f Controls , compliance to regulations and operational day to day activities are within best practice principles	
Key responsibilities:	
<ul style="list-style-type: none"> • Provide leadership and oversight for the Admin Department in line with the bank policies and guidelines. • Oversee and manage the operation and maintenance of premises and all assets of the bank including utilities payment, construction and repair work, general maintenance and cleaning, vehicle operations etc. • Prepare reports and provide advice to management on administrative work, processes and policies • Manage the Insurance policies of the bank ensuring effective supervision of insurers, timely review and renewal of performance of policies. 	

<ul style="list-style-type: none"> • Management the internal courier system, to ensure efficient delivery of letters and other items sent/received • Ensure performance management of all staff under direct supervision to ensure that departmental goals and objectives are met in line with the overall Department. Set annual performance targets and monitor their implementation. 	
Educational Requirements: required to perform this job	
Bachelor's Degree in business administration and other related fields of study A relevant master's Degree	
Judgment and Decision-making:	
Advice / Recommendations provided: <ul style="list-style-type: none"> • Assets operations and maintenance • Contract measures adopted • Staff Development and Career Growth 	
Competences	
Strategic thinking, conceptual thinking, leadership orientation, Team Management, Development orientation and results orientation.	
Additional skills: In addition to the experience and educational requirements listed above	
<ul style="list-style-type: none"> • Good communication skills • Team player • Networking skills • Attention to detail 	
Mental Skills : Analytical thinking required	
Planning ahead 5 years	
Work environment: Description of working situations	
Work location: Head Office	